

## **FIRE PREVENTION PRACTICE #3.3**

September 1, 1991

TO: All Fire Prevention Personnel  
FROM: Steve Zaccard, Fire Marshal  
SUBJECT: BUILDING SIZE VERIFICATION

"THIS PRACTICE IS TO SERVE AS A PROCEDURAL GUIDE FOR YOU TO FOLLOW. EXCEPTIONS TO THIS PRACTICE SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR".

Certificate of Occupancy fees for each building are based upon its size (the number of dwelling units in residential occupancies, and the number of square feet in commercial occupancies). It is essential that this information be accurate and up-to-date.

Therefore, on each renewal inspection, verify that the information on the checklist regarding the size of the building is accurate. Some ways in which this can be done include:

1. Verifying with the owner that the information on the inspection checklist is accurate.
2. Requesting that the owner provide a site plan to verify the information.
3. Remeasuring the property.

The area of commercial space is the total of the square footage for each level of the occupancy, including the basement.

For buildings with a mix of residential and commercial occupancies, both the number of units AND the size of the commercial space is needed.

Note any changes in building size on the inspection checklist.

ejd

cc: Gary Trudeau, Cindy Mentis

Issued: 7/15/88 (P3) Revised: 9/1/91